

# LMR CONTRACT SUBSCRIBER UNIT TRANSACTION RECORD

## INSTRUCTIONS

### **THIS SECTION TO BE COMPLETED BY GOVERNMENT:**

Use this form as an electronic record of all Delivery Order (DO) transactions. When final acceptance is made, electronically record date of acceptance and forward this to the LMR COTRs [susan.levin@dhs.gov](mailto:susan.levin@dhs.gov) and [robert.m.zanger@usdoj.gov](mailto:robert.m.zanger@usdoj.gov) and the contractor. Please attach an electronic copy of delivery order and all delivery order modifications to this record. Thank you very much.

Bureau/Ordering Entity:

Contracting Officer Name:

E-Mail Address and Phone Number:

Contractor:

Delivery Order Number:

Date Delivery Order Signed:

Date(s) Equipment Received at Destination:

(Partial: \_\_\_\_/\_\_\_\_/200\_\_)

\_\_\_\_/\_\_\_\_/200\_\_)

(Final: \_\_\_\_/\_\_\_\_/200\_\_)

Date(s) Equipment Accepted:

(Partial: \_\_\_\_/\_\_\_\_/200\_\_)

\_\_\_\_/\_\_\_\_/200\_\_)

(Final: \_\_\_\_/\_\_\_\_/200\_\_)

Name/E-mail Address of Person Making Acceptance:

Contractor Performance:

Timely Delivery:

\_\_\_\_ Yes \_\_\_\_ No

Products Conform to Requirements:

\_\_\_\_ Yes \_\_\_\_ No

Any Problems Resolved Satisfactorily:

\_\_\_\_ Yes \_\_\_\_ No

Comments:

### **THIS SECTION TO BE COMPLETED BY CONTRACTOR:**

When final payment is received, please indicate date payment is received and electronically submit this form to technical originator, Ordering Contracting Officer; IRS Contracting Officer:

[patricia.a.gwaltney@irs.gov](mailto:patricia.a.gwaltney@irs.gov); COTR:

[susan.levin@dhs.gov](mailto:susan.levin@dhs.gov) and COTR:

[robert.m.zanger@usdoj.gov](mailto:robert.m.zanger@usdoj.gov).

Thank you very much.

Date Final Payment Received:

Contractor Point of Contact:

Name/E-Mail Address

Comments:

**E-MAIL THIS DOCUMENT TO LMR COTRs and the  
CONTRACTOR AFTER ACCEPTANCE**